# ENTREPRENEUR'S ESSENTIALS FOR A REMOTE OFFICE

While everyone's idea of the remote office is different, there are a few essentials needed to make the workspace as effective as possible.

## Location & Environment

- Consider building an extension on the house to maximize design potential.
- Repurpose an existing room into a dedicated workspace.
- Look into getting a portable container for an on-site office.
- Boost your mood and productivity with natural lighting.
- Ensure the environment is quiet and conducive to work.

## Ergonomic Equipment & Setup

- Invest in an ergonomic office chair.
- Protect your posture with an adjustable sit-to-stand desk and eye-level screen.
- Stay comfortable with keyboard and mouse supports.
- Reduce eye strain with adequate lighting.
- Procure a printer/scanner for documentation and signatures.

## Organization & Storage

- Maintain a clutter-free space with limited distractions.
- Set up a filing storage system for important documents.
- Utilize digital organization tools, such as planners and time tracking apps.
- Mount a whiteboard, bulletin, or dry erase board to support brainstorming.
- Keep a laptop bag ready with necessary, on-the-go supplies.

## Utilities & Connectivity

- Establish a reliable, high-speed Internet connection.
- Use power cords with surge protectors for computer equipment.
- Arrange a charging station for your laptop, tablet, and phone.
- Create a connected, comfy space with smart home technology, including a thermostat.
- Back up data with hard drives and cloud-based services.

CONTAINER ALLIANCE